

# Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name <b>WOODLAND TOWNSHIP</b>	County <b>BARRY</b>
Audit Date <b>3/31/04</b>	Opinion Date <b>5/14/04</b>	Date Accountant Report Submitted to State: <b>6/3/04</b>	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:


1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ Yes ☒ No 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ Yes ☒ No 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☐ Yes ☒ No 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ Yes ☒ No 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ Yes ☒ No 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ Yes ☒ No 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ Yes ☒ No 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ Yes ☒ No 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ Yes ☒ No 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.			✓
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASLGU).			✓

Certified Public Accountant (Firm Name) <b>Siegfried Crandall PC</b>			
Street Address <b>246 East Kilgore Road</b>		City <b>Kalamazoo</b>	State <b>MI</b>
		ZIP <b>49002-5599</b>	
Accountant Signature 			Date

*Township of Woodland, Barry County, Michigan*  
**FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITORS' REPORT**  
*Year ended March 31, 2004*

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## INDEPENDENT AUDITORS' REPORT

**Township Board  
Township of Woodland, Michigan**

We have audited the accompanying general purpose financial statements of the Township of Woodland, Michigan, as of March 31, 2004, and for the year then ended, as listed in the contents. These general purpose financial statements are the responsibility of the Township of Woodland's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Township of Woodland, Michigan, as of March 31, 2004, and the results of its operations for the year then ended in conformity with U.S. generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The individual fund financial statements, as listed in the contents, are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Township of Woodland, Michigan. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

*Siegfried Crandall P.C.*

May 14, 2004

## **GENERAL PURPOSE FINANCIAL STATEMENTS**

**Township of Woodland****COMBINED BALANCE SHEET - all fund types and account groups**

March 31, 2004

	<i>Governmental fund type</i>		
	<i>General</i>	<i>Capital Projects</i>	<i>Debt Service</i>
<b>ASSETS</b>			
Cash	\$ 545,802	\$ 16,476	\$ 755
Receivables:			
Taxes	13,880	-	-
Special assessments	-	-	94,780
Other	1,637	-	-
Due from other funds	16,476	-	-
Due from other governmental units	15,147	-	-
Fixed assets	-	-	-
Amounts available in debt service funds	-	-	-
Amount to be provided for retirement of general long-term debt	-	-	-
<b>TOTAL ASSETS</b>	<b>\$ 592,942</b>	<b>\$ 16,476</b>	<b>\$ 95,535</b>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>LIABILITIES:</b>			
Due to other funds	\$ -	\$ 16,476	\$ -
Deferred revenue	-	-	90,775
Bonds payable	-	-	-
<b>Total liabilities</b>	<b>-</b>	<b>16,476</b>	<b>90,775</b>
<b>FUND EQUITY:</b>			
Investment in general fixed assets	-	-	-
Fund balance:			
Reserved for cemetery care and memorials	6,476	-	-
Unreserved:			
Designated for capital expenditures	3,642	-	-
Undesignated	582,824	-	4,760
<b>Total fund equity</b>	<b>592,942</b>	<b>-</b>	<b>4,760</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$ 592,942</b>	<b>\$ 16,476</b>	<b>\$ 95,535</b>

<i>Fiduciary fund type</i>	<i>Account groups</i>		<i>Totals</i>
<i>Trust and Agency</i>	<i>General fixed assets</i>	<i>General long- term debt</i>	<i>(memorandum only)</i>
\$ -	\$ -	\$ -	\$ 563,033
-	-	-	13,880
-	-	-	94,780
-	-	-	1,637
-	-	-	16,476
-	-	-	15,147
-	752,149	-	752,149
-	-	4,760	4,760
-	-	90,240	90,240
<u>\$ -</u>	<u>\$ 752,149</u>	<u>\$ 95,000</u>	<u>\$ 1,552,102</u>
\$ -	\$ -	\$ -	\$ 16,476
-	-	-	90,775
-	-	95,000	95,000
-	-	95,000	202,251
-	752,149	-	752,149
-	-	-	6,476
-	-	-	3,642
-	-	-	587,584
-	752,149	-	1,349,851
<u>\$ -</u>	<u>\$ 752,149</u>	<u>\$ 95,000</u>	<u>\$ 1,552,102</u>

See notes to financial statements

**Township of Woodland****COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES - all governmental fund types**

Year ended March 31, 2004

	<u>General</u>	<u>Capital Projects</u>	<u>Debt Service</u>	<u>Totals (memorandum only)</u>
REVENUES:				
Taxes	\$ 260,325	\$ -	\$ -	\$ 260,325
State grants	117,315	-	-	117,315
Charges for services	16,311	-	-	16,311
Fines and forfeitures	4,195	-	-	4,195
Interest and rentals	9,241	564	-	9,805
Other	17,587	15,942	4,760	38,289
Total revenues	<u>424,974</u>	<u>16,506</u>	<u>4,760</u>	<u>446,240</u>
EXPENDITURES:				
Legislative	1,753	-	-	1,753
General government	99,255	-	-	99,255
Public safety	67,783	-	-	67,783
Public works	89,264	98,065	-	187,329
Recreation and culture	24,307	-	-	24,307
Debt service:				
Principal	24,276	-	-	24,276
Interest	1,833	-	-	1,833
Capital outlay	23,038	-	-	23,038
Total expenditures	<u>331,509</u>	<u>98,065</u>	<u>-</u>	<u>429,574</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>93,465</u>	<u>(81,559)</u>	<u>4,760</u>	<u>16,666</u>
OTHER FINANCING SOURCES (USES):				
Proceeds from bond issuance	-	95,000	-	95,000
Operating transfer in	13,441	-	-	13,441
Operating transfer out	-	(13,441)	-	(13,441)
Total other financing sources	<u>13,441</u>	<u>81,559</u>	<u>-</u>	<u>95,000</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	106,906	-	4,760	111,666
FUND BALANCE - BEGINNING OF YEAR	<u>486,036</u>	<u>-</u>	<u>-</u>	<u>486,036</u>
FUND BALANCE - END OF YEAR	<u>\$ 592,942</u>	<u>\$ -</u>	<u>\$ 4,760</u>	<u>\$ 597,702</u>

See notes to financial statements



**Township of Woodland****STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL - General Fund***Year ended March 31, 2004*

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Taxes	\$ 248,000	\$ 260,325	\$ 12,325
State grants	122,469	117,315	(5,154)
Charges for services	14,181	16,311	2,130
Fines and forfeitures	4,000	4,195	195
Interest and rentals	8,518	9,241	723
Other	<u>3,599</u>	<u>17,587</u>	<u>13,988</u>
Total revenues	<u>400,767</u>	<u>424,974</u>	<u>24,207</u>
EXPENDITURES:			
Legislative	1,753	1,753	-
General government	117,145	99,255	17,890
Public safety	73,150	67,783	5,367
Public works	92,991	89,264	3,727
Recreation and culture	24,349	24,307	42
Debt service:			
Principal	24,276	24,276	-
Interest	1,833	1,833	-
Capital outlay	<u>25,468</u>	<u>23,038</u>	<u>2,430</u>
Total expenditures	<u>360,965</u>	<u>331,509</u>	<u>29,456</u>
EXCESS OF REVENUES OVER EXPENDITURES	39,802	93,465	53,663
OTHER FINANCING SOURCES:			
Transfer from Road Capital Projects Fund	<u>-</u>	<u>13,441</u>	<u>13,441</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	39,802	106,906	67,104
FUND BALANCE - BEGINNING OF YEAR	<u>486,036</u>	<u>486,036</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u>\$ 525,838</u>	<u>\$ 592,942</u>	<u>\$ 67,104</u>

*See notes to financial statements*

**Township of Woodland**  
**NOTES TO FINANCIAL STATEMENTS**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

The accounting policies of the Township of Woodland, Michigan (the Township), conform to U.S. generally accepted accounting principles (hereinafter referred to as generally accepted accounting principles) as applicable to governments. The following is a summary of the more significant policies:

*a) Reporting entity:*

In accordance with generally accepted accounting principles and Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, these financial statements represent the Township or primary government. The criteria established by the GASB for determining the reporting entity includes oversight responsibility, fiscal dependency, and whether the financial statements would be misleading if data were not included. The Township has determined that no other outside agency meets the above criteria and, therefore, no other agency has been included as a blended or discretely-presented component unit in the Township's financial statements.

*b) Basis of presentation:*

The accounts of the Township are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to, and accounted for in, individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The financial activities of the Township are recorded in the separate funds and account groups, categorized, and described as follows:

*i) Governmental funds:*

General Fund - this fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the local unit. Revenues are derived primarily from property taxes and state and federal distributions, grant, and other intergovernmental revenue.

Capital Projects Fund - this fund is used to account for the financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds.

Debt Service Fund - this fund is used to account for the servicing of general long-term debt not being financed by proprietary or nonexpendable trust funds.

*ii) Fiduciary funds:*

Trust and agency funds - these funds are used to account for assets held by the Township in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**Township of Woodland**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

*b) Basis of presentation (continued):*

*iii) Account groups:*

General fixed assets account group - this account group presents the fixed assets of the Township utilized in its general operations (nonproprietary fixed assets).

General long-term debt account group - this account group presents the balance of general obligation long-term debt, which is not recorded in proprietary funds.

*c) Basis of accounting:*

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements.

All governmental fund types are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt, which is recognized when due.

*d) Budgets and budgetary accounting:*

The Township follows the procedures in establishing the budgetary data reflected in the financial statements in accordance with the Uniform Budgeting and Accounting Act (Act No. 621, Public Acts of 1978), as prescribed by the State of Michigan.

The budget for the General Fund is adopted at the activity level and is consistent with generally accepted accounting principles.

*e) Fixed assets:*

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in governmental funds. Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems, are not capitalized along with other general fixed assets. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

This account group is not a fund. It is concerned only with the measurement of financial position and is not involved with measurement of results of operations.

**Township of Woodland**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

*f) Property tax revenue recognition:*

Property tax revenue is recognized in the year for which taxes have been levied and become available. Property taxes are levied December 1 based upon property values assessed as of December 31 of the prior year. The billings are due on February 14 (or 75 days after levy date), at which time the bill becomes delinquent and penalties and interest may be assessed by the Township. The Township recognizes taxes levied December 1 as revenue of the current year as such revenues are considered available to liquidate liabilities of the current year.

*g) Totals (memorandum only):*

The total column on the combined statements is captioned "memorandum only" to indicate that it is prepared only to facilitate financial analysis. Data in this column does not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation as interfund eliminations have not been made.

NOTE 2 - CASH:

A reconciliation of cash and investments to the Township's deposits and investments, as shown in the combined balance sheet, is as follows:

*Financial statements:*

Cash	<u>\$563,033</u>
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*Notes to financial statements:*

Deposits	\$562,993
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Cash on hand	<u>40</u>
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\$563,033

*Deposits with financial institutions:*

Cash as presented in the combined balance sheet consists of deposits with financial institutions. Deposits are carried at cost and are maintained at various financial institutions in the name of the Township Treasurer. Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in accounts of federally-insured banks, credit unions, and savings and loan associations. At March 31, 2004, the Township has deposits with a carrying amount of \$562,993 and a bank balance of \$574,905. Of the bank balance, \$281,182 is covered by federal depository insurance, and \$293,723 is uninsured and uncollateralized.

**Township of Woodland**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**NOTE 3 - CHANGES IN GENERAL FIXED ASSETS:**

A summary of changes in general fixed assets follows:

	<i>Balance April <u>1, 2003</u></i>	<i><u>Additions</u></i>	<i><u>Deletions</u></i>	<i>Balance March <u>31, 2004</u></i>
Land improvements and buildings	\$308,294	\$ 2,695	\$ -	\$310,989
Equipment	<u>438,354</u>	<u>25,869</u>	<u>23,063</u>	<u>441,160</u>
	<u>\$746,648</u>	<u>\$28,564</u>	<u>\$23,063</u>	<u>\$752,149</u>

**NOTE 4 - LONG-TERM DEBT:**

A summary of debt transactions of the Township for the year ended March 31, 2004, is as follows:

	<i><u>Contract Payable</u></i>	<i><u>Bonds Payable</u></i>	<i><u>Total</u></i>
Balance - April 1, 2003	\$ 24,276	\$ -	\$ 24,276
Issued	-	95,000	95,000
Reductions	<u>(24,276)</u>	<u>-</u>	<u>(24,276)</u>
Balance - March 31, 2004	<u>\$ -</u>	<u>\$95,000</u>	<u>\$ 95,000</u>

Long-term debt at March 31, 2004, is comprised of a \$95,000, 2003 Road special assessment limited tax general obligation bond; due in annual installments of \$1,000 to \$14,000, plus interest at 1.58% to 5.3% through June 2013.

The annual requirements to amortize all debt outstanding at March 31, 2004, including interest of \$18,602, are as follows:

Year ending March 31,	
2005	\$ 3,956
2006	12,835
2007	12,623
2008	12,389
2009	12,132
Thereafter	<u>59,667</u>
	<u>\$113,602</u>

***Township of Woodland***  
**NOTES TO FINANCIAL STATEMENTS *(Continued)***

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**NOTE 5 - CLAIMS ARISING FROM RISKS OF LOSS:**

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for each of these claims and is neither self-insured nor participates in a shared risk pool. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

## **SUPPLEMENTARY INFORMATION**

**Township of Woodland**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN**  
**FUND BALANCE - BUDGET AND ACTUAL - General Fund**  
Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Taxes:			
Property taxes	\$ 230,570	\$ 241,308	\$ 10,738
Tax collection fees	<u>17,430</u>	<u>19,017</u>	<u>1,587</u>
Total taxes	<u>248,000</u>	<u>260,325</u>	<u>12,325</u>
State grants	<u>122,469</u>	<u>117,315</u>	<u>(5,154)</u>
Charges for services:			
Cemetery	7,000	9,105	2,105
Fire	7,106	7,106	-
Miscellaneous	<u>75</u>	<u>100</u>	<u>25</u>
Total charges for services	<u>14,181</u>	<u>16,311</u>	<u>2,130</u>
Fines and forfeitures	<u>4,000</u>	<u>4,195</u>	<u>195</u>
Interest and rentals	<u>8,518</u>	<u>9,241</u>	<u>723</u>
Other:			
Special assessments	599	1,072	473
Contributions	-	11,408	11,408
Miscellaneous	<u>3,000</u>	<u>5,107</u>	<u>2,107</u>
Total other	<u>3,599</u>	<u>17,587</u>	<u>13,988</u>
Total revenues	<u>400,767</u>	<u>424,974</u>	<u>24,207</u>
EXPENDITURES:			
Legislative - Township Board	<u>1,753</u>	<u>1,753</u>	<u>-</u>
General government:			
Supervisor:			
Salary and wages	5,913	5,713	200
Supplies	250	-	250
Travel	200	-	200
Other	<u>150</u>	<u>-</u>	<u>150</u>
Total supervisor	<u>6,513</u>	<u>5,713</u>	<u>800</u>



**Township of Woodland****STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL - General Fund (Continued)**

Year ended March 31, 2004

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	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
General government (continued):			
Elections:			
Election wages	\$ 950	\$ -	\$ 950
Supplies	200	-	200
Printing and publishing	430	-	430
Other	<u>450</u>	<u>-</u>	<u>450</u>
Total elections	<u>2,030</u>	<u>-</u>	<u>2,030</u>
Assessor:			
Salary	11,250	11,250	-
Supplies	450	-	450
Travel	500	-	500
Printing and publishing	575	625	(50)
Other	<u>75</u>	<u>36</u>	<u>39</u>
Total assessor	<u>12,850</u>	<u>11,911</u>	<u>939</u>
Clerk:			
Salary and wages	11,024	10,906	118
Supplies	200	414	(214)
Travel	350	231	119
Printing and publishing	550	558	(8)
Other	<u>250</u>	<u>-</u>	<u>250</u>
Total clerk	<u>12,374</u>	<u>12,109</u>	<u>265</u>
Board of review:			
Fees	1,200	965	235
Other	<u>75</u>	<u>26</u>	<u>49</u>
Total board of review	<u>1,275</u>	<u>991</u>	<u>284</u>
Treasurer:			
Salary and wages	12,812	12,397	415
Supplies	300	192	108
Travel	150	93	57

**Township of Woodland****STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL - General Fund (Continued)**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
General government (continued):			
Treasurer (continued):			
Printing and publishing	\$ 1,500	\$ 1,364	\$ 136
Other	250	195	55
Total treasurer	<u>15,012</u>	<u>14,241</u>	<u>771</u>
Township hall and grounds:			
Salary and wages	600	600	-
Supplies	300	227	73
Utilities and telephone	3,652	2,861	791
Insurance	500	-	500
Repairs and maintenance	5,000	5,858	(858)
Other	525	226	299
Total Township hall and grounds	<u>27,339</u>	<u>25,572</u>	<u>1,767</u>
Historic hall:			
Insurance	275	-	275
Utilities	100	98	2
Repairs and maintenance	2,695	2,148	547
Total historic hall	<u>3,070</u>	<u>2,246</u>	<u>824</u>
Cemetery:			
Wages	300	50	250
Supplies	500	522	(22)
Repairs and maintenance	2,425	3,146	(721)
Insurance	275	-	275
Utilities	275	277	(2)
Contracted services	11,886	11,886	-
Burial fees	7,500	4,605	2,895
Other	950	2,559	(1,609)
Total cemetery	<u>24,111</u>	<u>23,045</u>	<u>1,066</u>
Other:			
Payroll taxes	5,840	6,667	(827)
Office supplies	450	719	(269)
Audit, legal, and engineering	4,000	4,046	(46)

**Township of Woodland****STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL - General Fund (Continued)**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
General government (continued):			
Other (continued):			
Printing and publishing	\$ 1,500	\$ 671	\$ 829
Insurance	4,000	5,297	(1,297)
Dues and fees	1,400	1,344	56
Miscellaneous	9,871	483	9,388
Contingency	2,272	-	2,272
Total other	<u>29,333</u>	<u>19,227</u>	<u>10,106</u>
Total general government	<u>133,907</u>	<u>115,055</u>	<u>18,852</u>
Public safety:			
Police protection:			
Salary	8,100	8,094	6
Fuel and supplies	700	297	403
Insurance	1,045	1,025	20
Repairs and maintenance	1,150	345	805
Miscellaneous	2,000	1,022	978
Total police protection	<u>12,995</u>	<u>10,783</u>	<u>2,212</u>
Fire protection:			
Salary and wages	26,434	26,433	1
Fuel and supplies	3,400	2,894	506
Travel	600	262	338
Insurance	4,500	4,477	23
Utilities and telephone	1,750	1,742	8
Repairs and maintenance	12,200	11,151	1,049
Other	3,100	1,871	1,229
Total fire protection	<u>51,984</u>	<u>48,830</u>	<u>3,154</u>
Ambulance	<u>8,171</u>	<u>8,170</u>	<u>1</u>
Total public safety	<u>73,150</u>	<u>67,783</u>	<u>5,367</u>

**Township of Woodland****STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL - General Fund (Continued)**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
Public works:			
Drains at large	\$ 5,441	\$ 2,618	\$ 2,823
Highways and streets - contractual services	<u>87,550</u>	<u>86,646</u>	<u>904</u>
Total public works	<u>92,991</u>	<u>89,264</u>	<u>3,727</u>
Recreation and culture - library:			
Salary and wages	10,000	8,955	1,045
Supplies	560	575	(15)
Insurance	375	439	(64)
Utilities and telephone	2,452	2,632	(180)
Books and materials	7,182	3,441	3,741
Repairs and maintenance	3,430	7,826	(4,396)
Other	<u>350</u>	<u>439</u>	<u>(89)</u>
Total recreation and culture	<u>24,349</u>	<u>24,307</u>	<u>42</u>
Debt service:			
Principal	<u>24,276</u>	<u>24,276</u>	<u>-</u>
Interest	<u>1,833</u>	<u>1,833</u>	<u>-</u>
Capital outlay	<u>25,468</u>	<u>23,038</u>	<u>2,430</u>
Total expenditures	<u>377,727</u>	<u>347,309</u>	<u>30,418</u>
EXCESS OF REVENUES OVER EXPENDITURES	23,040	77,665	54,625
OTHER FINANCING SOURCES:			
Transfer from Road Capital Projects Fund	<u>-</u>	<u>13,441</u>	<u>13,441</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	23,040	91,106	68,066
FUND BALANCE - BEGINNING OF YEAR	<u>486,036</u>	<u>486,036</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u>\$ 509,076</u>	<u>\$ 577,142</u>	<u>\$ 68,066</u>

**Township of Woodland**  
**COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES -**  
**all agency funds**  
Year ended March 31, 2004

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	<i>Balance April 1, 2003</i>	<i>Additions</i>	<i>Deductions</i>	<i>Balance March 31, 2004</i>
TAX COLLECTION FUND				
ASSETS				
Cash	\$ -	\$ 1,489,314	\$ 1,489,314	\$ -
LIABILITIES				
Due to other funds	\$ -	\$ 250,793	\$ 250,793	\$ -
Due to other governmental units	-	1,238,521	1,238,521	-
TOTAL LIABILITIES	\$ -	\$ 1,489,314	\$ 1,489,314	\$ -